

VETERAN'S PREFERENCE FACT SHEET

WHAT ARE VETERAN'S PREFERENCE POINTS?

Veteran's preference points are provided under Civil Service Commission Rule VII(E), applicable to open competitive examinations only. If you have served on active military duty for more than 180 days in the Armed Forces (other than the Reserves or National Guard) and have been discharged or released from the military under honorable conditions, you may be eligible for veteran's preference points. If you served on active military duty as a member of a Reserve component during a period of war or in an expedition for which a campaign badge was authorized and have been discharged or released from the military under honorable conditions, you may also be eligible for veteran's preference points. *Five (5) points will be added to your final passing score if you document your eligibility.*

Any veteran who has established the present existence of a service-connected disability rated ten percent (10%) or higher, as determined by the Department of Veterans' Affairs or by the applicable military service, may be eligible for disabled veteran's preference points. *A total of ten (10) points will be added to your final passing score if you document your eligibility.*

HOW DO I GET THEM?

Any veteran who wishes to be awarded veteran's preference points and/or disabled veteran's preference points must check the appropriate box on the application at the time it is filed. As proof of military service and/or disability, if any, the veteran must also have on file with or submit to the Commission **no later than the final day of testing**:

1. An **original** Form DD214 (Member 4) indicating the branch of service, character of discharge and enlistment dates.

OR

A **certified or notarized copy** of Form DD214 stating that the copy is a true copy. (A copy of a certified/notarized DD214 is not acceptable; the copy itself must be certified/notarized.)

OR

An original Service Information Letter or comparable original documentation which verifies your military service dates and discharge status from the Veterans Administration Office, 200 North High Street, Room #309.

2. Disabled veterans only must also submit, in addition to the DD214, an award letter from the Department of Veterans' Affairs or applicable military service stating the percent of service-connected disability.

WHAT IF I AM STILL ON ACTIVE DUTY?

A veteran who has not yet been discharged from the military **must** (a) check the appropriate box on the application at the time of filing, (b) present by the final day of testing, proof of current military service (either a military ID or a Statement of Service from the individual's Commanding Officer, Administrative Officer, Personnel Officer, or Recruiting Officer), **and** (c) submit, prior to the date the eligible list is established, an acceptable Form DD214 as described in No. 1 above.